

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations.
Voice/CRS Relay (711)

Position: Position #: Salary Range: Issue Date: Contact: Location: Final Filing Date:	Accountant Trainee (2 Positions) 051-550-4179-055 051-550-4179-XXX \$3240 - \$3751 August 26, 2008 Christin Blane (916) 464-6054 Unclaimed Property 10600 White Rock Road Rancho Cordova, CA 95670 (Statewide) Until Filled "FREE PARKING"	<p>If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is becoming the destination employer within the State of California.</p> <p>Scope of the Position: With close supervision provided by the Senior Accounting Officer (Supervisor), the Accountant Trainee will learn to perform professional accounting work in the establishment and maintenance of accounts and records while receiving training in the bureau systems and central fiscal control activities associated with the Unclaimed Property Program. This position will receive close direction in accounting and control procedures established by management to ensure the proper payment of claims. Specific duties include, but will not be limited to the following:</p> <p>Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)</p> <ul style="list-style-type: none"> • Learn to analyze and reconcile securities posted in the subsidiary ledgers from the Securities Asset Accounting System in order to determine the financial status of securities received in UPS2000. Learn to ensure securities are correctly posted to each subsidiary ledger within the UPS200, by comparing the CUSIP numbers on accounting records. Learn the correct value of each security posted in the security subsidiary ledgers. • Learn to review, reconcile, and analyze each security fiscal transaction that has been approved for payment on UPS2000. Learn to verify the number of securities received and the number of shares applicable to the individual claim for payment. Learn to identify errors and obtain data for corrections. Learn to research the internet to determine the past activities and current status of each security posted to the securities account on UPS2000. • Learn to resolve problems received from claimants regarding stock approved for payment. Learn to identify problems that may arise as a result of the encumbrance/sale of certificates for payment of stock accounts, and consult with the Senior Accounting Officer (Supervisor) to determine the appropriate accounting procedures that should be invoked to resolve the problems. • Learn to develop accounting procedures appropriate to, and specifically for UPS2000. Learn to develop subsidiary accounting applications using Microsoft Excel and Access programs in the development of subsidiary ledgers and other worksheets necessary for stock securities claims payment. Learn to draft applicable correspondence to provide accounting information reports for management. • Learn to provide and/or exchange information with holders, transfer agents, and security brokers regarding compliance with the Unclaimed Property Law and Regulations • Provide assistance in other areas of the Accounting unit that may be backlogged.
Applications: Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority. All hires will be subject to a background check. For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered. <u>Submit a Std.678 State Application and Resume to:</u> State Controller's Office Unclaimed Property Division ATTN: Christin Blane 10600 White Rock Road Rancho Cordova, CA 95670		

The State Controller's Office is committed to provide equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, sexual orientation, or veteran status.

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